

Student Employment Procedures/Guidelines
Facilities Management
June 21, 2012

1. Job Classification and Compensation Determination

Please select from the following FM approved job classes that best matches the duties and pay range for the position(s) you are filling.

- A. Student Administrative Assistant
- B. Student General Labor
- C. Student Intern
- D. Student LTC Trainee
- E. Student Structural Trades
- F. Student Coordinator
 - i. This job class is reserved for non-traditional students with skills, training, certification or licenses that justify higher pay rates such as:
 - a. Licensed architects, engineers or skilled/experienced trades
 - b. Graduate Students performing in professional series – entry level

2. Student Employment Methodology

- A. Each business section should have a budget allocation for student employees identified in the budget worksheets. This allocation should be based on either a dollar amount or a number of students or student hours per year. This allocation needs to be reviewed and approved by the next level supervisor on an annual basis. Minor fluctuations in actual costs and/or number of students are not an issue. Should the business section see a need for a significant change in budget allocation or number of students in the middle of a fiscal year, it needs to be reviewed and discussed with the next level supervisor which includes the impact on overall budget and charge-out rates.

3. Steps in hiring

- A. Students should be asked to fill out an application for employment
- B. Provide proposed job class title and hourly pay rate (as above), along with the information necessary for requesting a background check (see below). Forward background request to Renee Johnson (HR Backgrounds), your next level supervisor, Kim Dahleen and Michelle Tate.

Full Name

Valid email address

Employee Type

Position Title and Number

What type of background check is needed: criminal only, motor vehicle only, or both

Tentative Start Date

Department Name and Number

Contact Information

- C. Students need to bring their Hourly Personnel Hiring Form, driver's license, social security card, and a voided check to the Personnel Office where they will complete additional paperwork.
- 4. **Annual Pay Increases (cost of living)**
 - A. Student raises automatically match State Classified raises each year.
- 5. **Promotions**
 - A. Promotions can be considered for review after one year of employment
 - i. Please demonstrate rationale for promotion (i.e. crew leader, license etc.) to next level supervisor.
- 6. **Job Descriptions, Performance Planning & Evaluations**
 - A. Student Employees should have a written job description, performance plan with expectations, as well as a mid-year and final evaluation comparable to State Classified Employees. Conducting such provides a valuable opportunity for student employees to receive professional guidance and real work experience. Student Employee Performance Evaluation forms can be accessed from the FM's Supervisor Resources web page.



Director's Signature



Date